



# City of Langford

www.cityoflangford.ca

## APPLICATION CHECKLIST Commercial – Institutional - Industrial

Project Address: \_\_\_\_\_

(Please check off all items being submitted)

**Drawings Required** : 2 sets of plans – 24" x 36" Standard Size – graph or lined paper not accepted.  
: All plans drawn at 1/4" = 1'- 0" unless noted otherwise.

- : Site Plan : scale not less than 1/8" = 1'- 0 include project data
- : Driveway Plan : Engineering requirement scale not less than 1/4" = 1'- 0
- : Floor Plans : all floors - clearly show a distinction between existing and new
- : Cross-Section : include all construction assembly information
- : Exterior Elevations : of each side of the building
- : Construction details where applicable
- : BC Land Survey Plan
- : Structural Plans as required
- : Mechanical, sprinkler and electrical drawings as applicable to proposal
- : Landscape plans as required
- : Civil engineering plans as applicable to proposal
- : Traffic management plan during construction
- : Fire & construction site safety plan
- : Signed sealed excavation and shoring plans if applicable

### Documents Required

- : Completed Application Checklist
- : Completed Application Form
- : Owner's Authorization of Agent Form – if applicable
- : Proof of Ownership – if acquired within the last 3 months
- : Hazardous Materials Testing and Abatement Form – for removal of existing conditions
- : Letters of Assurance – Schedules A and B - from certified professionals - if applicable
- : Geo-technical report - if applicable verifying soil / substrate bearing capacity
- : Arbourist report – if applicable when protecting large or specimen trees
- : Geotechnical report of site soil conditions and recommendations